

# Table of Contents

## **General Information**

Welcome .....	3
Philosophy.....	3
Accreditations .....	3
Mission.....	4
Integrity.....	4
Program Goals .....	4
Student Learning Outcomes.....	4
Assessment.....	5
Non-Academic Standards .....	5

## **Admission/Academic Services**

Admission .....	7
Credit for Life Experience .....	7
Credit by Examination .....	7
Transfer of Credit.....	7
Withdrawal from Program .....	8
Readmission to the Program .....	8
Attendance .....	8
Tardiness .....	9
Classroom Attendance Policy .....	11
Health Insurance .....	12
Responsibility for Treatment .....	12
Physical Examination.....	12
Criminal Background Check.....	12
Drug Screenings.....	12
Student Illness, Medical Absence .....	13
Student Academic Improvement Notice .....	13
Course Evaluation .....	13
Program Evaluation .....	13
Disciplinary Action.....	13
Dismissal.....	14
Academic Renewal .....	14
Grading System.....	14
Graduation Requirements .....	15
Articulation Agreements.....	15
Student-Faculty Conferences .....	15
Academic Advising.....	15
Tutorial Assistance.....	15
Request for Special Accommodations .....	16

## **Clinical Performance Standards/Policies and Procedures**

Radiographer's Code of Ethics .....	16
-------------------------------------	----

Pregnancy Policy .....	17
Patient Requesting a Technologist to Perform Their Imaging Procedure Policy .....	17
Holding Patients Policy.....	17
Clinical Dress Code Policy .....	19
Dress Code for Classroom .....	19
Campus Dress Code Policy.....	20
X-Ray Safe Operating Procedures .....	21
Radiation Protection.....	22
Radiation Dosimetry Badges .....	22
Radiation Dosimetry Policy .....	23
Direct Supervision/Indirect Supervision.....	28
Repeating Radiographs .....	28
Gonadal Shielding Guidelines .....	28
Standard Precautions Policy .....	29
Patient Confidentiality .....	29
Student Progress Alert .....	29
Gonadal Shielding Policy .....	30
Pregnancy Policy .....	31
MRI Safety and Screening Policy.....	32
Radiation Safety Incident.....	33
Third Party Clinical Requirements .....	34

**Conduct – UPDATE TOC**

College Code.....	35
Academic Misconduct .....	35
Harassment/Discrimination.....	35
Student Grievances .....	35
Complaint Procedure .....	36
The Right of Appeal.....	36
Student Code of Expected Conduct with Corrective Action .....	37
Professional Practice Student Contract.....	41
Clinical Coordinator Code of Conduct .....	42
Student Mentorship Policy.....	43
Communication Device/Cell Phone Usage.....	44
Radiography Student Code of Conduct .....	45
Direct/Indirect Supervision Policy.....	48
Repeating Radiographs .....	49
Substance Abuse Awareness .....	50
Clinical Attendance.....	51
Safety Net Protocol Policy.....	53
JRCERT Non-Compliance Complaint Policy .....	54
JRCERT Mission Statement .....	55

**The information contained in this handbook is subject to change.**

## **WELCOME**

Welcome to Marion Technical College School of Radiography! You are about to embark on two years of educational experiences designed to help you work in this challenging medical profession.

Radiologic Technology is a people-oriented business. It carries with it special opportunities. Patient care is a privilege awarded to those who lend themselves to the tasks of learning and to the process of evaluation.

The key ingredients of our educational program are enthusiasm and dedication. The coming years will be difficult, but rewarding. Rest assured we stand ready to be supportive during rough times, and to share your happiness in times of accomplishment.

## **PHILOSOPHY**

Marion Technical College School of Radiography recognizes the ever-increasing role of technologists and realizes the need for students to be trained so they can adapt to routine and non-routine situations in the work setting. We hope to instill in our students ethical and legal responsibilities to their patients.

We recognize our obligation to identify the knowledge and essential skills for students to develop high standards of performance. We recognize the need to provide a learning environment for our students. This education will not be denied anyone on the basis of race, color, national origin, sex, disability, age, military status, or sexual orientation.

## **ACCREDITATIONS**

The process of accreditation is a formalized review that assures that the College and individual program meet stringent national standards of excellence. Individual program accreditations also ensure quality curriculum that enables graduates to qualify for applicable certification examinations and/or licensures.

Marion Technical College is accredited by The Higher Learning Commission and member of the North Central Association. In addition, MTC is approved by the Ohio Bureau of Vocational Rehabilitation, the Ohio College Association, the Ohio State Department of Vocational Education, and the State Approving Agency for Veterans Training.

The Radiologic Technology program is accredited by the Joint Review Commission of Education in Radiologic Technology. (JRCERT)

# RAD Accreditation: Joint Review Commission on Education in Radiologic Technology (JRCERT) July 2018 thru the third quarter of 2026.

Accreditation Status: Accredited



The Associate's degree radiography program at Marion Technical College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program's current length of accreditation is 8 years. JRCERT contact

information is:

20 North Wacker Drive, Suite 2850 Chicago, Illinois, 60606-3182; phone : (312) 704-5300; email: [mail@jrcert.org](mailto:mail@jrcert.org); web: [www.jrcert.org](http://www.jrcert.org)

## **MISSION**

To provide an environment for student radiographers to become qualified and competent technologists in a healthcare setting. We partner with the healthcare community to provide higher education for radiographers and the School encourages the process of life-long learning.

## **INTEGRITY**

MTC believes that its actions and reactions not only reflect its mission and goals, but are tempered with the basic principles of honesty, respect, professionalism, fairness, candor, and ethical behavior. College practices are consistent with institutional policies, and employees conduct themselves as extensions of the College.

## **PROGRAM GOALS**

- The program will ensure the graduates possess entry-level skills of a radiographer.
- The program will provide the community with qualified technologists.
- The program will facilitate development of effective communication, critical thinking, and problem-solving skills.
- The program will facilitate in the development of professional attitudes, behaviors, ethics, and diversity and inclusion.

## **STUDENT LEARNING OUTCOMES:**

- Demonstrate knowledge and skills related to quality assurance and quality improvement.
- Practice radiation protection for patient, self and others by determining exposure factors to obtain diagnostic quality images with minimum radiation exposure.

- Provide patient education, comfort, and basic patient care, anticipate patient needs and recognize emergent conditions requiring initiation of first-aid and basic life support procedures.
- State the safe limits of equipment operation and report malfunctions to the proper authority.
- Exercise independent judgment, discretion, and critical thinking skills to achieve optimum results in unusual situations when performing imaging procedures.
- Practice effective communication with patients, other health care professionals, and MTC faculty and staff.
- Demonstrate an understanding of basic x-ray production and interactions.
- Demonstrate knowledge of human structure, function and pathology.
- Support the professional code of ethics and comply with the profession's standard of practice and scope of practice, to include diversity and inclusion.

## **ASSESSMENT:**

### **Goals:**

- Students will demonstrate the skill of an entry level radiographer
- The student will demonstrate critical thinking and problem-solving skills
- Students will be able to communicate
- Students will model professionalism

### **Outcomes:**

- Students/Graduates will demonstrate correct positioning skills.
- Students/Graduates will practice optimal exposure factors.
- Students/Graduates will provide patient education, comfort, and basic patient care, anticipate patient needs and recognize emergent conditions requiring initiation of first-aid and basic life support procedures.
- Students/Graduates will exercise independent judgment and critical thinking skills
- Students/Graduates will evaluate images for optimal technical factors
- Employers are satisfied with graduate problem-solving skills
- Student/Graduates will modify routine imaging parameters for trauma patients
- Students/Graduates will demonstrate oral communication skills
- Students /Graduates will practice written communication skills
- Students/Graduates will exhibit professional ethics standards, together with diversity and inclusion.
- Students/Graduates will summarize their professional obligations upon gaining their ARRT.
- Graduates will be satisfied with their education
- Employers will be satisfied with the performance of newly hired technologists

## **NON-ACADEMIC STANDARDS**

All applicants are required to complete the Non-Academic Standards for Admission prior to acceptance into the program.

The student must have:

1. Sufficient eyesight to observe patients, manipulates equipment, and evaluates radiographic quality.
  - Far vision to see object beyond 20 feet
  - Near vision to see object within 20 inches
  - Depth perception to judge distance
  - Field vision to see an area up, down, right and left while eyes are fixed at one point
  - Sharp vision to adjust vision when doing close work that changes in distance from eyes

- Skillfully use precision instruments
  - Observe and evaluate (i.e., patient gait, skin changes)
  - Observe changes in equipment operation (i.e., smell, overheating, incorrect meter readings)
2. Sufficient hearing to assess patient needs and communicate verbally with other health care providers.
    - Secure information (i.e., questioning of patients)
    - Describe changes in activity, mood and posture
    - Perceive nonverbal communication
    - Hear instructions
  3. Sufficient verbal and written skills to communicate needs promptly and efficiently in English.
    - Must verbally instruct patients
  4. Must have a reading comprehension level of ability comparable to a formal education.
  5. Sufficient gross and fine motor coordination to respond promptly, manipulate equipment, lift a minimum of 30 pounds, and possess the ability to support 175 pounds, and ensure patient safety.
    - Elicit information from patient by diagnostic maneuvers (i.e., palpation)
    - Safely perform laboratory and imaging procedures
    - Safely lift, manipulate and use equipment
    - Reach up to six feet from floor
    - Input data into a computer
  6. Ability to work while standing, sometimes for hours.
    - Must be free to move around and stand without assistance for long periods of time
  7. Satisfactory intellectual and emotional functions to exercise independent judgment and discretion in the safe technical performance of medical imaging procedures.
    - Allow mature, sensitive, and effective relationships with patients and fellow workers
    - Tolerate physically taxing workloads
    - Function effectively under stress
    - Adapt to changing environments (i.e., flexible schedules, emergency conditions)
    - Display compassion, empathy, integrity, concern for others, interest, and motivation
    - The work constantly requires visual concentration and/or attention to focus thoughts or efforts for periods of time
    - Demonstrate patient confidentiality

The work involves risks or discomfort that requires special safety precautions, additional safety education and health risk monitoring (i.e., ionizing radiation, darkroom chemicals, infectious disease). Students are required to use protective clothing or gear such as masks, gloves, and lead aprons.

These non-academic standards for admission are located on the reverse side of the program application and require students' acknowledgement and signature.

## **ADMISSION**

Application deadline for each class which begins in the summer is May 17<sup>th</sup>. Students are admitted into the program based upon an admission point system, whereby the most qualified applicants are considered based upon highest point totals. Admission to the College in accordance with College Admission Policy #401 shall precede admission to the School of Radiography. The number of approved clinical education facilities and student-teacher ratios limits the number of students admitted into the program.

### **Credit for Life Experience**

Students with work experience in a clinical setting may be granted life experience in certain technical courses if it is determined by the Department Director that the life experience fulfills the requirements of the offered MTC course. Please refer to the MTC catalog for additional information. In order to receive life experience credit, the student must:

- Complete and return the Life Experience Credit form
- Submit supporting documents which must be completed by a person who has been the student's immediate supervisor at least six months
- Pay the applicable Life Experience fee of \$10 per credit hour

### **Credit by Examination**

If you have qualifications from previous education, job training, self-study, occupational or other experiences, you may be able to earn credit in certain courses by successfully completing a proficiency examination. A maximum of 48-quarter hours of credit may be earned through exam, life experience, or any combination thereof. A \$15 per credit hour, nonrefundable fee must be paid to the Business Office before proficiency examinations can be taken. Courses available through credit-by-examination are denoted in your curriculum in the college catalog. Contact the department director or administrative assistant for additional information.

### **Transfer of Credit**

To transfer credit from another college, your courses must be from institutions approved by appropriate regional accrediting associations as recognized in the Higher Education Directory.

At least 32 credit hours for any degree program must be earned at MTC, of which 16 must be in technical courses. The number of transfer credits accepted toward the degree or certificate will vary depending upon the program requirements and credit hour totals.

A student who is in good standing and wishes to transfer to MTC Radiography Program may submit a completed program application to the program director. Transfer students must meet our admission requirements to be considered for the program. The student must submit an official transcript of all schools attended. The student must submit final course grades for courses related to the previous radiography program, as well as course descriptions, and a definition of the grading system. Previous records must indicate the exact dates of education to date. Once the appropriate documents are submitted, the program director will arrange a meeting with the student.

Admission is contingent upon the following:

- Student must have a passing status in the previous program
- If there is an opening in the class the student wishes to enter
- The combined length of both programs will not be less than two school years
- Approval of the program director

## **WITHDRAWAL FROM PROGRAM**

A student who wishes to register for a course after the first class session must receive approval from their advisor and the course instructor. Students who wish to add a course after the first course meeting must complete the Late Add form and submit it to the Office of the Registrar by the last day to add for the term (refer to [MTC calendar](#)). The student must get approval from both their advisor and the course instructor, as detailed on the Late Add Form. Online courses can be added up until close of business on the third day of the term (Wednesday at 5 p.m.) without advisor/course instructor approval.

Students may withdraw from a class (drop a class) up to ten business days before the term ends (a “business day” is any day that the Office of the Registrar is open). A student may register for a flexibly scheduled class up until the first meeting of the class.

Dropping or withdrawing a class or classes is subject to the following indications on your transcript:

- Dropping means: No indication of course registration is recorded on your transcript when you drop a class on or before the end of the fifteenth calendar day of the academic term. (Census Date)
- If you withdraw from a class between the sixteenth calendar day through the tenth business day before the end of the term, you will receive a “W” (withdrawn) on your transcript.
- After the tenth-class day before the end of the term, no drop, withdraw or section transfer forms will be accepted and a grade will be recorded for the course. Dates are determined by the day the form is received by the Office of the Registrar.

## **READMISSION TO THE PROGRAM**

Students may request readmission to the program director. The student will be considered for readmission according to the Radiography Admission Policy. Students are encouraged to request readmission as quickly as possible, since the number of positions available in the program is limited. The student must schedule a meeting with the program director to develop an educational plan for readmission.

## **ATTENDANCE**

An essential of the program is for the student to develop a good work ethic. This includes not only a willingness to help patients, but being a dependable employee in the future.



You are expected to attend all scheduled classes. If you must miss a class on a rare occasion, you are advised to notify the instructor in advance and inquire about make-up assignments.

Students must fulfill attendance requirements for the clinical component. One day is equivalent to eight hours. A maximum of two absences in clinical can be accommodated by successfully completing a rescheduled clinical assignment. Clinical assignments must be made up to fulfill clinical requirements. More than two absences per semester may result in an unsatisfactory clinical grade. Failure to complete make-up clinical assignment will result in an unsatisfactory clinical grade. The student who is ill or under the influence of drugs or alcohol will be considered unsafe, sent home and counted absent if the incident occurs on a day in which the student has a clinical assignment.

Students are expected to be at their assigned clinical area at the scheduled time. In the case of an illness or emergency, the student must notify the clinical preceptor/supervising technologist and the clinical coordinator at least one-half hour prior to scheduled time of arrival. **Failure of clinical notification may result in disciplinary action.**

Make-up time is arranged through the clinical coordinator. Students do not schedule make up time without approval from the clinical coordinator.

In the event that the clinical coordinator is unavailable, the student will report to the program director.

If an unforeseen situation occurs, such as the student requiring a surgical procedure, exceptions may be made for the student to fulfill their clinical assignment. This is by approval of the program director.

Sick days will be counted for illness. Court date or jury duty will not count as an absence. Doctor's appointments or any appointment cannot be made during clinical time. Student must make arrangements with clinical instructor to make up missed clinical time.

## **TARDINESS**

Tardiness is defined as a late arrival past your scheduled start time. The student will receive one exemption if they are less than 5 minutes tardy per semester. Any tardiness after the first exemption will count toward their grade and the time will be made up. Tardiness in excess of one hour is considered a half-day absence. Three tardy incidences in one semester will be counted as one day's absence. Students should be ready to perform at the designated start time.

**One point from the attendance category of the overall course grade will be deducted for each day of absence and 3 incidences of tardiness.**

**Three days of absence may result in dismissal from the program.**

**Tardy and absence make-up time requirements:**

**<1 hour = one hour make-up required**

**>1 hour = four hour make-up required.**

**>4 hours = one day make up time**

# **Trajecsys Clinical Tracking System**

Students will be required to purchase access to Trajecsys web based clinical tracking system. The cost is \$150.00 for a two-year period.

**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 4-2014

POLICY # \_\_\_\_\_

---

SUBJECT: Attendance

---

**POLICY: CLASSROOM ATTENDANCE POLICY**

Attendance and participation at lectures is consistent with academic success, therefore students are expected to attend all lectures. Instructors may give unannounced quizzes which may not be made up if the student is absent for any reason. In order for a student to make up a scheduled test, the instructor must be notified prior to the class time. Arrangements to make-up the test must also be made at that time. The test must be made up on the date of the student's return. The instructor may provide an alternative test as a make-up, i.e., essay exam in place of a multiple choice.

Episodes of tardiness, leaving early, or not attending class are all violations of this policy. Students are expected to be prepared to start class at the assigned time, not walking in the door at the assigned time. If the student is tardy, homework will not be accepted. The instructor reserves the right to lock the door at the start of each class; you may not be permitted entry.

Each violation of this policy will result in a one point deduction from the professionalism category of course grade. Subsequent violations may result in additional disciplinary action.

---

**Director's Signature**

---

**Date**

Debra/Jessica: Policy and Procedure Manual/Attendance  
April 2014

## **HEALTH INSURANCE**

Students are required to obtain professional liability insurance prior to enrolling in their clinical courses. Clinical contracts for students with outside agencies require this insurance coverage before a student is permitted to participate in a clinical experience. This fee will be included with tuition fees. No refunds will be made for coverage due to dropouts for any quarter.

It is the student's responsibility to have personal health insurance. Students may purchase health insurance through Marion Technical College. Students are responsible for any medical expenses accrued while enrolled in the program. Please see Responsibility for Treatment for further information.

## **RESPONSIBILITY FOR TREATMENT**

The student enrolled in Radiography will receive a Responsibility for Treatment form with their packet of information during orientation. The student is required to return the completed form verifying the student will assume the cost of treatment or care for any personal injury or medical condition incurred during the course.

## **PHYSICAL EXAMINATION**

All radiography students must complete a physical examination to meet the health requirements of the clinical sites. Medical forms will be provided during orientation. The student is responsible to submit the completed form with immunization record and laboratory reports by the specified deadline provided during orientation. All records will be maintained by the School of Radiography and once submitted, become the property of the School and cannot be released. A student may not participate in clinical until the physical exam is complete and the documentation provided.

## **CRIMINAL BACKGROUND CHECK**

All accepted applicants will be required to submit to a criminal background check facilitated by MTC and conducted by The Ohio Bureau of Criminal Identification and Investigation. The background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with any criminal record will be ineligible for admission into the School of Radiography. The submission of any false information to MTC shall be cause for immediate dismissal from the School of Radiography.

## **DRUG SCREENINGS**

Applicants admitted to the program are required to submit to an eight-panel drug screen. Unsatisfactory results of a drug screen will result in ineligibility for admission and/or continuation in the program. The student must also authorize the release of the test results to the Marion Technical College per normal reporting procedures. Any student who refuses/fails to cooperate, or complete any required drug screenings will be considered "positive" and dismissed from the program. Students may also be subject to "random" drug screenings during the program for cause. The clinical sites reserve the right to conduct periodic "random" drug screenings.

If a student is dismissed from the program as a result of a "positive" drug screening, and requests readmission to the program in the future, he or she will be subject to periodic "random" drug

screenings for the first year of their readmission into the program. Upon readmission, payment of all required drug screens will be the sole responsibility of the student.

## **STUDENT ILLNESS, MEDICAL ABSENCE**

In the event of student illness, injury or disability, the program director may require a physician's statement detailing student safety and accommodations.

Students should notify the program director or clinical coordinator if they are too sick to attend class or clinical assignment. The program director may ask for verification from physician of student's wellness to attend school or their clinical assignment.

## **STUDENT ACADEMIC IMPROVEMENT NOTICE**

If, by the 8th week of any semester, it becomes evident that your academic work is less than satisfactory (less than a grade of "C"), your instructor will provide you with a Student Academic Improvement Notice describing the areas in which you are deficient. You must then meet with your advisor to discuss any difficulties you may be experiencing and together develop strategies for improvement. Students must follow the safety net policy regarding test scores.

## **COURSE EVALUATION**

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. The students' input is necessary for this evaluation. At the end of each course, students are asked to fill out an evaluation of that course. This information is used in planning future courses. Students are urged to provide constructive comments throughout the program. Student opinion of instruction is made available online in each canvas course.

## **PROGRAM EVALUATION**

Post graduation; a program evaluation form will be sent to each employer of graduates of the previous school year. School officials review the evaluations each year. Results are used to validate the curriculum and to ensure the output is consistent with program goals.

## **DISCIPLINARY ACTION**

If you violate the Marion Technical College Code, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. In a technology that includes clinical, good standing with the cooperating clinical site is expected and is essential for continuation in the program. This procedure is used when another student, faculty or staff member accuses a student of violating the College code. Charges against a faculty or staff member are referred to that employee's vice president and/or the Director of Human Resources. Depending on the seriousness of the violation, the student may be given an Interim Suspension while the investigation is conducted and during the hearing process.

### **A. Complaint made:**

1. A complaint is made to the Vice President of Student Services
2. A preliminary investigation is conducted by the Vice President; if the student is believed to be in violation, an administrative hearing is scheduled.

### **B. Administrative hearing:**

1. The student is presented with the charges and sanctions are set.

2. If the student does not admit the violation or accept the sanctions, a judicial committee hearing may be scheduled.

C. Judicial Committee hearing:

1. This committee consists of two students, two faculty, and two administrators.
2. The student is officially notified of charges, the alleged regulations violated, witnesses, and the time of the hearing.
3. The student may be found not in violation, if so, the case is dismissed.
4. If the student is found in violation, sanctions are determined.
5. If the student chooses to appeal, the College President will review the case.

D. President's review:

1. The President may reverse the Judicial Committee's decision or affirm their decision. Any further appeals must be directed to a State, Local, and Civil Court of Appeals.

## **DISMISSAL**

The radiography department reserves the right to recommend withdrawal or dismissal of a student who fails to meet academic or clinical professional standards. Such decisions would be made after consultation with the student.

## **ACADEMIC RENEWAL**

If you have returned to MTC after an absence, you may be eligible to have your accumulative grade point average reviewed and recalculated so you can resume your education. Refer to Vice President of Instructional Services Office for form.

## **GRADING SYSTEM**

Didactic grading scale will be as follows:

**GRADING SCALE:**

93 -100 = A

84 - 92 = B

75 - 83 = C

74- 70 = D

69-0 = F

Unsuccessful =

Clinical and laboratory grading will be as follows:

**GRADING SCALE:**

93 -100 = A

84 - 92 = B

75 - 83 = C

74- 70 = D

69-0 = F

**If student is taking multiple classes and unsuccessful in one class a U may be used.**

## **GRADUATION REQUIREMENTS**

As per college policy, students must receive a minimum grade of “C” in all required courses for graduation. Once in the program, students must maintain a 2.0 minimum accumulative grade point average for continuation/graduation in the program sequence. Students must maintain a 75% minimum clinical grade to continue in the program. Please refer to the MTC Student Handbook for additional information.

## **ARTICULATION AGREEMENTS**

MTC has entered into transfer agreements with other Ohio colleges and universities. These agreements enable graduates to enter the “transfer college” with junior status so they can, in most cases, complete a bachelor’s degree in as little as two more years. Please refer to the **Transfer Module** brochure for more specific information and options.

## **STUDENT-FACULTY CONFERENCES**

Students will be counseled regarding their clinical and didactic performance at the end of a semester at least twice a year. This is an opportunity for students to receive input from faculty on their progress in the program. Students will receive periodic counseling as needed. Class meeting are held on a monthly basis providing additional feedback.

## **ACADEMIC ADVISING**

You are required to schedule an appointment with your academic advisor prior to registering for your second semester of classes. You are also required to meet with your advisor the first semester after you have accumulated a total of 50-60 credit hours toward your associate degree, or if your accumulative grade point average drops below 2.0 (“C” average). Two semesters before you plan to graduate, you are encouraged to take the initiative to review with your advisor the progress you have made and your plans to complete the program.

## **TUTORIAL ASSISTANCE**

Tutoring services are available at MTC. Tutors are arranged through the Student Resource Center (SRC) and the instructor. Forms from the SRC need to be completed by the tutor and student.

## **REQUEST FOR SPECIAL ACCOMMODATIONS**

Marion Technical College (MTC) strives to facilitate equal and equitable access to all programs, services, and activities. Students with disabilities or disabling conditions, including learning disabilities, mental health, chronic health, physical, sensory, cognitive/neurological, should request the accommodations as soon as possible, as some accommodations may take additional time to arrange. The student must meet with the Disability Services (DS) staff to determine eligibility for the specific accommodations they plan to use to reduce or remove the barriers experienced at MTC. The DS staff work with the students and the faculty/staff/administration to facilitate equal and equitable access to the campus, courses, and all programs, services, and activities. We look forward to meeting with you and making sure you have access. If you are not sure your condition qualifies for accommodations, please reach out to speak with the DS staff as soon as possible. For more information and to arrange a meeting with DS, email [DS@mtc.edu](mailto:DS@mtc.edu) or call 740-386-4222.

## **RADIOGRAPHER'S CODE OF ETHICS**

### **Preamble**

- This Code of Ethics is to serve as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, and other members of the allied profession and healthcare consumers.
- The Code of Ethics is not law, but is intended to assist radiologic technologists in maintaining a high level of ethical conduct. Therefore, in the practice of the profession, we the members of the American Society of Radiologic Technologists accept the following principals:
- Radiologic Technologists shall conduct themselves in a manner compatible with the dignity of their profession
- Radiologic Technologists shall provide services with consideration of human dignity and the uniqueness of the patient, unrestricted by considerations of age, sex, race, creed, social or economic status, handicap, personal attributes or the nature of the health problem
- Radiologic Technologists shall make every effort to protect all patients from unnecessary radiation
- Radiologic Technologists should exercise and accept responsibility for independent discretion and judgment in the performance of their professional services
- Radiologic Technologists shall judiciously protect the patient's right to privacy and shall maintain all patient information in the strictest confidence
- Radiologic Technologists shall apply only methods of technology founded upon scientific basis and not accept those methods that violate this principle
- Radiologic Technologists shall not diagnose, but in recognition of their responsibility to the patient, they shall provide the physician with all information they have relative to radiologic diagnosis or patient management



- Radiologic Technologists shall be responsible for reporting unethical conduct and illegal professional activities to the appropriate authorities
- Radiologic Technologists should continually strive to improve their knowledge and skills by participating in educational and professional activities and sharing the benefits of their attainments with their colleagues
- Radiologic Technologist should protect the public from misinformation and misrepresentation.

### **PREGNANCY POLICY**

Please refer to Pregnancy Policy on page 30. Student must acknowledge receipt of policy with signature.

### **PATIENT REQUESTING A TECHNOLOGIST TO PERFORM THEIR IMAGING PROCEDURE POLICY**

In the event patient states to a student that they request a technologist perform their imaging procedure, the student will relay this request to the supervisor of the area. With the permission of the patient, the student may assist the technologist during the procedure.

With the patient and student's best interest in mind, the student may be removed from the procedure at the discretion of the supervisor.

### **HOLDING PATIENTS POLICY**

No individual occupationally exposed to radiation will be permitted to hold patients during exposures except during emergencies; nor shall any other individual regularly be used for this purpose. An emergency situation is one where prompt radiographic service is required, and family, friends, or other hospital personnel are not immediately available. **Students are not allowed to hold a patient for any reason.** Student must acknowledge receipt of policy with signature.

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 1-99, 4-16-01, 9-10-03, 7-09, 08/18

POLICY # \_\_\_\_\_

---

SUBJECT: Holding a Patient

---

POLICY:

**Appropriate radiation safety practices help assure that radiation exposure to the students are kept as low as reasonably achievable (ALARA).**

*The holding of a patient or IR (image receptor) by a student is prohibited.*

Per Standard 4.3 of the JRCERT Standards.

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

Debra/Jessica: Policy and Procedure Manual/Holding a Patient  
August 2018

## **CLINICAL DRESS CODE POLICY**

Students must wear a uniform in the clinical setting. Students have the option of wearing white or royal blue (sapphire) uniforms or scrub tops and pants. T-shirts are not permitted. Bucyrus Community Hospital requires the students to wear royal blue (sapphire) pants with a white scrub top. Students are allowed to wear a shirt underneath their scrub top or a lab coat as long as it is either white or royal blue (sapphire). Shoes should be either white, black, or gray with matching socks of the same color. Shoes must be closed toe and heel.

Make-up must be in moderation. The student can wear small earrings. Two piercing per ear is allowed. Other visible body piercing is prohibited in the clinical setting. Long fingernails are not permitted. Nails must be no more the 1/8<sup>th</sup> inch past the tip of the finger. Light colored nail polish is permitted. Artificial nails are not permitted. Additional jewelry allowed is two rings and a watch.

Students scheduled in surgery must wear surgery attire as provided by the hospital. They must wear a cover up or lab coat when leaving the surgery department. Lab coats are permitted.

Students will wear name badge with name showing, and radiation dosimetry badge in appropriate place.

Hair must be clean and out of the face. Facial hair must be neat and trimmed. Good personal hygiene must be maintained. Cologne, perfume, and/or body spray should be at a minimum.

Tattoos must be covered at all times.

It is unacceptable for the student to wear shorts, jeans, sweats, tank tops, crop tops, halters, unclean clothes or shoes in the clinical setting.

## **DRESS CODE FOR CLASSROOM:**

The student must wear a MTC Radiography program polo or T-shirt, scrubs, or business attire. Please see the following policy.

**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 4-2014

POLICY # \_\_\_\_\_

---

SUBJECT: Campus Dress Code

---

**POLICY: CAMPUS DRESS CODE POLICY**

Students must wear attire that is professional and considered business casual. Clothing options include program polo and T-shirts, clinical scrubs, and business attire. Jeans are permitted but must not have holes or fraying visible. Shorts and skirts must be of an appropriate length; fingertip level when standing with arms straight is considered appropriate.

It is unacceptable for the student to wear sweats, tank tops, crop tops, or halters.

Hair must be clean and out of the face. Facial hair must be neat and trimmed. Good personal hygiene must be maintained.

Light or natural nail polish is permitted. Long fingernails are not permitted; nails must be no more than 1/8<sup>th</sup> inch past the fingertip.

Each violation of this policy will result in a one point deduction from the professionalism category of course grade. Subsequent violations may result in additional disciplinary action.

---

**Director's Signature**

---

**Date**

Debra/Jessica: Policy and Procedure Manual/Campus Dress Code  
April 2014

## X-RAY SAFE OPERATING PROCEDURES

(In compliance with the Ohio Radiation Protection Standards Rule 3701-40-03 C (3))

Registration No: \_\_\_\_\_

Date: \_\_\_\_\_

1. Only individuals specifically authorized by the registrant will operate the x-ray machine(s).
2. X-ray examinations will be performed only as ordered or as required for diagnosis, by a licensed medical practitioner.
3. Appropriate technique factors for each x-ray examination or phototimer (or other AEC devices) will be used.
4. The useful (primary) beam shall be restricted to the area(s) of clinical interest.
5. Within the constraints of the clinical x-ray examination, gonadal shielding, as deemed appropriate by the practitioner will be provided.
6. Each individual operating the x-ray machine(s) will use an appropriate personnel-monitoring device as directed by the Registrant/Radiation Safety Officer.
7. **No individual occupationally exposed to radiation shall be permitted to hold patients during x-ray exposures.**
8. Only individuals required for the x-ray procedures shall be inside the x-ray room during exposure; and except for patient, all such persons shall be equipped with appropriate protective devices, such as aprons.
9. Each individual operating the x-ray machine(s) is expected to read or be instructed in the applicable provisions of the Ohio Radiation Protection Standards prior to their initial operation of the x-ray machine(s). A copy of the above-mentioned standards is available for personnel at the Radiation Safety Office. Conversely, the manager/supervisor may send the individual(s) for briefing to the Radiation Safety Office.
10. Inquiries concerning Radiation Protection may be made to the Radiation Safety Officer or the Registrant. Inquiries may also be made to the Radiological Health Program Director of the Ohio Department of Health at this number: 614-481-5800.

---

(Signature of Registrant or Responsible Official)

## **RADIATION PROTECTION**

Students in the radiography program are expected to conform to the Ohio Department of Health, Radiation Protection Rules. The Ohio Regulatory Guide is published by the Ohio Department of Health. Each student will receive a copy to read and sign. The signature page will be retained in their file.

## **RADIATION DOSIMETRY BADGES**

Student personnel information such as addresses, e-mail address, social security numbers and birth dates is private information and is protected under Family Educational Rights and Privacy Act (FERPA) limitations, which insures confidentiality of student educational records and restricts disclosure to or access by third parties. Access is granted with legitimate educational interest.

All students will sign an information release form upon program entry. The signature release provides student authorization for release of their name, social security number and date of birth for the expressed purpose of radiation dosimetry monitoring. The release will be in effect until the completion of the individual student's education in the School of Radiography at Marion Technical College. The signature release will be retained in the student's academic file.

All students in the Radiography Program will wear appropriate radiation monitory devices (film/Dosimetry badge) when scheduled in the clinical setting and **while present on campus in Radiography X-Ray Lab.**

Students will be provided their radiation exposure report within thirty (30) school days following receipt of data. Students review, sign and date exposure reports during class meetings. Students exposure reports are kept in student's file located in the program director's office. Final individual dosimetry reports for graduates will be on file at Marion Technical College and available upon request.

All students in the program will wear a radiation dosimetry badge at or near the collar during their clinical assignment. During fluoroscopy, badges will be worn outside the lead apron.

Badges must not be worn during outside employment

Loss of badge should be reported to the clinical coordinator as soon as the loss of the badge is noted. Students will be responsible for the cost of the lost badge.

Marion Technical College provides dosimetry badges for all program accepted students in the clinical setting and **while present on campus in Radiography X-Ray Lab.**

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: Revision 3/2018 6/22 11/22 POLICY # \_\_\_\_\_

SUBJECT: Dosimetry Devices

**POLICY:**

All students in the Radiography Program will wear appropriate radiation monitory devices (film badge) when scheduled in the clinical setting and **while present on campus in Radiography X-Ray Lab.**

Students will be provided their radiation exposure report within thirty (30) school days following receipt of data. Students review, sign and date exposure reports during class meetings. Students exposure reports are kept in student's file located in the program director's office.

Dosimetry devices are to be worn on the collar or neck area. The badge must be positioned so that the front of the badge faces outward. In fluoroscopy, the badge must be worn on the outside of the lead apron.

Dosimetry devices are not to be worn during outside employment.

Students are not permitted in the clinical setting or **Radiography Lab** without appropriate radiation monitoring. Students reporting for clinical or Lab assignment who do not have a monitoring device must contact the clinical coordinator or clinical instructor. Students will be instructed to leave clinical or **Lab** setting.

**MTC provides dosimetry devices for ALL program enrolled students.**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

Debra/Angela: Policy and Procedure Manual/  
September 2009, 11/22

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Revised: 03/02/2018 11/22

POLICY # \_\_\_\_\_

---

**SUBJECT: Personnel Radiation Dosimetry Monitoring**

---

**POLICY:**

All students in the Radiography Program will wear appropriate radiation monitoring devices (film badge) when scheduled in the clinical setting **while present on campus in Radiography X-Ray Lab.**

Students will be provided their radiation exposure report within thirty (30) school days following receipt of data. Students review, sign and date exposure reports during class meetings. Students exposure reports are kept in student's file located in the program director's office.

Dosimetry badges are to be worn on the collar or neck area. The badge must be positioned so that the front of the badge faces outward. In fluoroscopy, the badge must be worn on the outside of the lead apron.

Dosimetry badges are not to be worn during outside employment.

No one will purposely expose a personnel monitor. If this occurs, the student will be subject to disciplinary action which may include dismissal from the Radiography Program.

**Students are not permitted in the clinical setting or Radiography Lab without appropriate radiation monitoring.** Students reporting for clinical assignment or Lab who do not have a Dosimetry badge must contact the clinical coordinator or clinical instructor before starting a clinical assignment or Lab. It is the responsibility of the student to report missing or damaged badges to the program faculty. A replacement badge will be assigned in the interim.

Student personnel information such as addresses, e-mail address, social security numbers and birth dates is private information and is protected under Family Educational Rights and Privacy Act (FERPA) limitations, which insures confidentiality of student educational records and restricts disclosure to or access by third parties. Access is granted with legitimate educational interest.

All students will sign an information release form upon program entry. The signature release provides student authorization for release of their name, social security number and date of birth for the expressed purpose of radiation dosimetry monitoring. The release will be in effect until the completion of the individual student's education in the School of Radiography at Marion Technical College. The signature release will be retained in the student's academic file.



Clinical/Lab site dosimetry badges are ordered by the clinical coordinator and distributed to the students. The students are responsible for the safe handling of the badge. If a badge is lost, the student will be responsible for the replacement cost.

Final individual dosimetry reports for graduates will be on file at Marion Technical College and available upon request.

All current dosimetry monitoring records are maintained in the Program Director's office. They are reviewed upon receipt of data by the student faculty. Students receiving doses in excess of ALARA limits, Level I = 125 mrem and Level II = 375 mrem, will be notified as soon as possible. For those students with doses in excess of Level II, an investigation will be performed and the student will be asked to complete the attached form as to the cause with remediation in radiation protection and also possible suggestions for prevention of such doses in the future.

All exposures in excess of the legal limit as stated in the Ohio Revised Code 3701:1-38-21 will be investigated immediately. A written report will include the circumstances surrounding the overexposure and measures taken to prevent reoccurrences. Students with an overexposure may have his/her clinical rotation modified. Additional education and remediation in radiation protection practices will be provided to the student.

All overexposures will be reported to the State of Ohio Department of Health in accordance with Ohio Rule 3701:1-38-21, which states the following:

Immediate notification by telephone if there is an exposure or threat of an exposure caused by any of the following conditions:

- a. An individual receiving:
  1. A total effective dose equivalent of 25 rem, or more;
  2. A lens dose equivalent of 75 rem, or more;
  3. A shallow dose equivalent to the skin or extremities or a total organ dose equivalent of 250 rad or more;

Twenty-four hour notification by telephone if there is an exposure or threat of an exposure by any of the following conditions:

- a. An individual receiving:
  1. A total effective dose equivalent exceeding 5 rem;
  2. A lens dose equivalent exceeding 15 rem; or
  3. A shallow dose equivalent to the skin or extremities or a total organ dose equivalent exceeding 50 rem

Immediate and 24 hour notification shall be confirmed by telegram, mailgram, electronic mail or facsimile to the Ohio Department of Health.

A written report must be completed and filed with the State of Ohio Department of Health within 30 days of occurrence. Each report must include the following:

- a. Estimates of each individual's dose, the level of radiation and concentration of radioactive material involved; and the cause of the elevated exposure, dose rate, or concentration; and
- b. Corrective steps taken or planned to ensure against a recurrence, including the schedule for achieving conformance with applicable limits, ALARA constraints, generally applicable environment standards, and associated license or registration conditions.
- c. Each report filed shall include, for each occupationally overexposed individual, the name, social security account number, and date of birth of the individual. In the case of the limit for an embryo or fetus, the identifiers should be those of the declared pregnant woman. The report shall be prepared so that information on each individual is stated in a separate and detachable portion of the report.

The IRRP shall report to the State of Ohio Department of Health within 30 days of learning of the following occurrences:

- a. An individual exceeding the occupational dose limits as outlined in 3701:1-38-12.
- b. Doses in excess of the limits for an embryo or fetus of a declared pregnant woman as outlined in 3701:1-38-12.

All written reports shall conform to the guidelines state above.

The individual receiving the overexposure will also be notified. The notification to the notification shall not be later than the submission of the written report to the State.

The IRRP may consult with the medical physicist on all matters relating to exposure incidents.

---

Director's Signature

---

Date

Angela/Deb: Policy and Procedure Manual/Personnel Radiation Dosimetry Monitoring  
April 10, 2012 11/22

Date: \_\_\_\_\_



Dear \_\_\_\_\_:

Your badge reading of \_\_\_\_\_ mrem for the period of \_\_\_\_\_ has exceeded ALARA Level \_\_\_\_\_ limit of \_\_\_\_\_ mrem.

Please indicate below what factors you believe may be the reason or reasons for exceeding this limit. Return this form with your signature and date to Rod Niese, IRRP, and Clinical Coordinator of Radiography.

- \_\_\_\_\_ Did more x-ray fluoro cases than normal
- \_\_\_\_\_ Did more surgery fluoro cases than normal
- \_\_\_\_\_ Did more cardiac cases than normal
- \_\_\_\_\_ Length of fluoro exam
- \_\_\_\_\_ Holding patients
- Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions concerning this matter, you may contact Rod Niese, IRRP, at 740-389-4636, ext. 241.

Jessica/Deb: Policy and Procedure Manual/Rad Tech mrem Form

## **DIRECT SUPERVISION/INDIRECT SUPERVISION**

In the clinical setting the students will be under direct supervision of a technologist until competency testing has been documented.

*Direct supervision is defined as:*

- A qualified radiographer reviews the request for examination in relation to the student achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduction of the examination.
- A qualified radiographer reviews and approves radiographs.

Students may perform procedures with indirect supervision when competency has been documented.

*Indirect supervision is defined as:*

Supervision provided by a qualified radiographer that is immediately available to assist a student regardless of the level of student achievement.

## **REPEATING RADIOGRAPHS**

Students may repeat radiographs only in the presence of a radiographer. This is a mandatory requirement by the Joint Review Committee on Education in Radiologic Technology.

A student who does not follow this policy will be disciplined as follows:

First Offense:	Verbal Warning
Second Offense:	Documented Warning
Third Offense:	Probation
Fourth Offense:	Dismissal

## **GONADAL SHIELDING GUIDELINES**

Please refer to Gonadal Shielding Policy on page 29.

Gonadal shielding:

1. The use of gonadal shielding should only be utilized when shielding will not interfere with the purpose of an examination. Shielding will not extend into the diagnostic area.
2. The clinical objectives and clinical facility policies of the examination will not be compromised.
3. These guidelines are meant to help the students identify situations when gonadal shielding should be used so students understand the importance of proper use of shielding.
4. It is always acceptable to shield beyond what is required especially at the request of a patient.

## **STANDARD PRECAUTIONS POLICY**

All healthcare workers to protect the patient as well as employee against communicable disease should follow standard precautions.

Standard precautions require healthcare workers to assume that all patients' blood and moist body substances (including feces, urine, sputum, saliva, semen, vaginal secretions, wound drainage, etc.) are infectious. Protective equipment (i.e. gloves, masks, gowns, goggles) should be used by healthcare workers to prevent parenteral, mucous membrane and non-intact skin exposure to these substances.

Students will receive instruction of proper standard precaution practices in the Methods of Patient Care course.

## **PATIENT CONFIDENTIALITY**

Students enrolled in the Radiography Program will receive an Agreement to Respect Patient Confidentiality form with their packet of information at the start of the semester. The student is required to read and sign and agree to honor and abide by the rules of patient confidentiality.

## **STUDENT PROGRESS ALERT**

A student may be placed on Progress Alert as a formal indicator of a need for improvement in clinical performance, when the student is not meeting criteria as defined in the course syllabi. The student is made aware of specific areas in need of change and is given the opportunity to show improvement. Each individual situation is unique and is discussed with the student. During this period of Progress Alert, the student is expected to work closely with the director to improve in the specific areas of difficulty. A contract with guidelines for improvement/change will be developed, read, and signed by the director as well as the student. Student progress will be reviewed regularly with the student for the duration of the clinical experience for that quarter. If the student does not show improvement and meet the terms of the Progress Alert, a grade of "D"/"unsatisfactory" will be recorded for the course.

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: Revision 1-10-00, 1-2-01, 7-09, 6-21

POLICY # \_\_\_\_\_

---

SUBJECT: Gonadal Shielding Guidelines

---

**POLICY:**

Gonadal shielding:

1. The use of gonadal shielding should only be utilized when shielding will not interfere with the purpose of an examination. Shielding will not extend into the diagnostic area.
2. The clinical objectives and clinical facility policies of the examination will not be compromised.
3. These guidelines are meant to help the students identify situations when gonadal shielding should be used so students understand the importance of proper use of shielding.
4. It is always acceptable to shield beyond what is required especially at the request of a patient.

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 1-12-00, 7-09, 8-11, 7-18

POLICY # \_\_\_\_\_

---

SUBJECT: Pregnancy Policy

---

**POLICY:**

It is the School of Radiography's responsibility to ensure the dose to the embryo/fetus of a declared pregnant student radiographer not exceeds .5 rem over the entire pregnancy. In the event that a student becomes pregnant while enrolled in the program, the student is encouraged to notify the Program Director.

**PROCEDURE:**

1. The student will be given the opportunity to declare the pregnancy. If the student declares the pregnancy, it must be done in writing. The student need not declare her pregnancy if she so chooses. The pregnant student may revoke the declaration of pregnancy at any time. The student may elect to complete the program without any modifications of her clinical and didactic requirements. The student has the option for written withdrawal of declaration.
2. The written declaration of pregnancy must include an estimated date of conception. The conception date will be used to determine the accumulated dose to the embryo/fetus that may have received prior to declaration of pregnancy. The accumulated dose received prior to the pregnancy declaration will be subtracted from .5 rem to determine the dose the embryo/fetus will be allowed to receive during the remainder of the pregnancy. It is the School's responsibility to ensure that the remaining allowable dose is not exceeded.
3. The .5 rem dose limit shall be the sum of the deep-dose equivalent to the declared pregnant student radiographer from external sources of radiation and the dose of radionuclides in the embryo/fetus and/or pregnant student. Radionuclides that may have been administered for diagnostic or therapeutic procedures should not be considered.
4. Once the declaration of pregnancy has been made in writing, a review of the individual's exposure history must be made. The student's clinical assignments will be reviewed. Adjustments will be made in the clinical assignments if needed during the pregnancy. Duties that may be considered for restriction because they represent a high probability for the embryo/fetus to exceed .5 rem are as follows:
  - Radiology (general, fluoro, portables, specials, and CT) – no restrictions necessary
  - Surgery – no restrictions should be necessary
  - Cath Lab – wrap around aprons with .5mm lead should be worn
  - Nuclear Medicine – restrict involvement in I-131 therapies for hyperthyroidism or thyroid carcinoma.
5. If the student is unable to complete course objectives due to pregnancy, the student may discontinue and request readmission to the program in writing.
6. Students are instructed on the hazards of radiation and its effects during pregnancy.

I have read the pregnancy policy and understand the content. I have been given the opportunity to discuss the policy and have my questions answered.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 02/05/2018

POLICY # \_\_\_\_\_

---

SUBJECT: MRI Safety and Screening Policy

---

**POLICY:**

Magnetic Resonance Imaging (MRI) uses a strong magnet which can pose safety concerns for anyone entering restricted zones without proper screening. There are contraindications to entering the MRI environment. Students with pacemakers, defibrillators, aneurysm clips, cochlear implants, and neurostimulators will not be allowed in the MRI environment. Other surgically implanted devices will be evaluated on a case by case basis by a qualified MRI technologist and or Marion Technical College faculty to ensure student safety. Each student should be prescreened for a possible history of injuries by any metallic foreign bodies, such as a bullet, shrapnel, or other type of metallic fragments. Any student with an intraocular metallic foreign body has a particularly high risk for significant eye injury if exposed to the static magnetic field of an MRI system and must be screened prior to entrance in the MRI suite. Proper screening for individuals involves the use of a printed form for documentation, a review of the information on the form, and a verbal interview to verify the information on the form and to allow discussion of any question or concern that the individual may have before being permitted into the MR environment.

---

**Director's Signature**

---

**Date**



**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 4-2014

POLICY # \_\_\_\_\_

---

SUBJECT: Radiation Safety Incident

---

**POLICY: RADIATION SAFETY INCIDENT POLICY**

The radiation safety incident policy is designed to reduce the number of occurrences of radiation safety incidences at the clinical sites by the students. A radiation safety incident could include radiating the wrong patient, performing an incorrect exam, performing an exam on the incorrect side, and/or not following the doctor's order for the projections of the exam. If a radiation safety incident does occur, the clinical coordinator will perform a fact finding mission and determine if the student is at fault.

**A student who does not follow this policy will be disciplined as follows:**

**First Offense: Verbal Warning (with documentation)**

**Second Offense: Probation**

**Third Offense: Dismissal**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

Debra/Jessica: Policy and Procedure Manual/Student Mentorship  
April 2014

**MARION TECHNICAL COLLEGE  
DIAGNOSTIC MEDICAL SONOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 08/21

POLICY # \_\_\_\_\_

---

SUBJECT: Third Party Clinical Requirements

---

**POLICY:**

Experience in a clinical setting is an integral component of educating students in Marion Tech's Nursing and Allied Health programs\*. As a condition of these programs, set forth by their respective accrediting bodies, students must complete clinical placement prior to successful completion of their program. Marion Tech has entered into required agreements with health care facilities and providers to serve as clinical placement sites for Marion Tech students. As always, and defined in these agreements, Marion Tech students are required to adhere to the policies and procedures set forth by clinical placement sites. Marion Tech does not set the requirements for the clinical site, we are only making you aware of these third-party requirements. A student must comply with the clinical requirements, including vaccinations. If a student does not meet all clinical requirements, including getting the vaccines a clinical site has deemed mandatory, the student may disqualify themselves from the Nursing and Allied Health programs at Marion Tech.

---

**Director's Signature**

---

**Date**

Debra/Jessica: Policy and Procedure Manual/Clinical Summary Policy  
August 2021

# CONDUCT

## College Code

### Definitions

- The term “College” means Marion Technical College. The College is sometimes referred to as “MTC” or “Marion Tech”.
- The term “student” means any person registered for enrollment in courses at Marion Technical College at the time of the alleged violation of this code, or any person on college-related premises, for any purposes related to registration for enrollment on campus.
- The term “registered student organization” means a group or association of students, which has received recognition for the Student Activities Office.
- The term “student publication” means written material, including but not limited to brochures, newspapers, and special interest magazines edited and published by students for distribution to members of the campus community.
- The term “College property” means all property owned, leased, or on loan to Marion Technical College.
- The term “College document” means any Marion Technical College record, written, or electronic communication or form.
- The term “College premises” means all land, building used, facilities owned, leased, or controlled by Marion Technical College, and facilities under contract or mutual agreement either expressed or implied.

### Academic Misconduct

If you violate the Marion Technical College Code, you may be placed on disciplinary probation or dismissed. Disorderly, dishonest, and immoral conduct is grounds for probation or immediate dismissal. In a technology that includes employment internship; good standing with the cooperating employer is expected and is essential for continuation in the program.

### Harassment/Discrimination

The complete Policy #141 is available to you in the President’s Office or Human Resource Office.

Marion Technical College’s policy against sex discrimination and harassment is applicable to discrimination and harassment on all bases protected by law, such as race, color, national origin, sex, disability, age, military status or sexual orientation.

Marion Technical College prohibits sexual harassment of its employees and students. It is a violation of this College policy and of federal/state law for any employee or student to sexually harass another employee or student, or to condone such conduct by any employee, student, or third party. A violation of this policy may result in disciplinary action up to and including dismissal or other action as appropriate. It is everyone’s responsibility to maintain a discrimination and harassment-free work and educational atmosphere.

Consensual romantic and sexual relationships between supervisors and their employees or between instructors and their adult students are strongly discouraged. Consensual romantic and sexual relationships between employees and minor students (under age 18), under Ohio Revised Code Section 2907.03 (A) (8), is a third degree felony and is strictly prohibited.

### Student Grievances

A grievance is defined as a claim or assertion of a violation of a Board of Trustee policy/procedure, an administrative procedure, an administrative rule or regulation, or a State statute.

The following procedure should be followed:

1. The aggrieved student shall meet with the person against whom he or she has a complaint (within five class days). If there is no resolution to the problem, the student shall proceed with step 2.
2. The aggrieved student shall document the grievance form and submit it to the appropriate department dean or director or respective department head within five (5) class days after completion of step 1. The department head shall provide the student with a written decision within five (5) class days of receiving the grievance form.

3. Upon receipt of the written disposition, the aggrieved student shall indicate above his or her signature on the grievance form, the decision as being satisfactory or dissatisfactory. If the aggrieved student is not satisfied with the decision in step 2, he or she shall within 10 class days forward the written grievance and department head's decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision within 20 class days of receiving the grievance form.
4. Within 10 class days of receiving the written disposition from the vice president, the aggrieved student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the aggrieved student is dissatisfied with the decision, he or she may request a review by the President of the College. The review shall take place within 20 class days after it is requested.
5. The President shall present his or her decision to the aggrieved student. The President's decision shall be considered final and is the last step internally for due process.

These procedures apply to any grievance, which may arise in matters of general administration and matters involving rights, which directly affect the personal interests and well being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action of a person(s) acting for the College may bring a grievance under these procedures. The Vice President of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

### **Complaint Procedure**

These procedures apply to any grievance/complaint that may arise in matters of general administration and matters involving rights that directly affect the personal interest and well being of students. All problems involving grades are excluded from the scope of this policy. A student believing that he or she has a legitimate claim arising from the action(s) of a person(s) acting for the College may file a grievance or complaint under these procedures. The Vice President of Student Services shall serve as advisor/interpreter of all matters pertaining to this policy.

If a student believes that he or she has a grievance or complaint, an earnest effort shall be made to settle such differences immediately in the following manner:

Step 1: Student shall meet with the person against whom he or she has a complaint (within five class days). If there is no resolution of the problem, the student shall proceed with Step 2.

Step 2: Student shall document the grievance in writing (or by completing a grievance form) and submitting it to the appropriate department dean or director or respective department head within five (5) class days after completing Step 1. The written complaint submitted by the student should include the nature of the complaint, the facts and circumstances leading to the complaint, reasons in support of the complaint, and the remedy or remedies requested. The written complaint should also note what attempts were made at informal resolutions and should include any evidence pertinent to the issues identified. The department head shall provide the student with a written decision within five (5) class days of receiving the complaint or grievance form.

Step 3: Upon receipt of the written disposition, the student shall respond in writing whether the decision is satisfactory or dissatisfactory. If the student is not satisfied with the decision given in Step 2, he or she shall within 10 class days forward the written grievance or complaint and department head's decision to the area vice president for consideration. The area vice president shall provide the student with his or her written decision within 20 class days of receiving the complaint or grievance form.

Step 4: Within 10 class days of receiving the written disposition from the vice president, the student shall sign the form and indicate whether the decision is satisfactory or dissatisfactory. If the student is dissatisfied with the decision, he or she may request a review by the President. The review shall take place within 20 class days after it is requested.

Step 5: The President shall present his or her decision to the student. The President's decision shall be considered final and is the last step internally for due process.

### **The Right of Appeal**

The right of appeal, for any parties involved, is guaranteed by way of appeal to the Vice President of Student Services. Questions regarding this process should be directed to the Vice President of Student Services.

Jessica/Deb: RA Student Handbook  
April 10, 2012

**MARION TECHNICAL COLLEGE  
HEALTH**

---

**SUBJECT: STUDENT CODE OF EXPECTED CONDUCT WITH CORRECTIVE ACTION**

**PURPOSES:** To identify inappropriate student conduct associated with the Health programs and to define the process for appropriate student corrective action as a result of misconduct.

---

**Policy:**

**Expected Conduct:**

*Students enrolled in a Health Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Program and Marion Technical College. The Health programs recognize responsibility to the healthcare professions they represent and to the consumers of health care. Therefore any action by a Health student that is considered unprofessional or unsafe shall be deemed cause for disciplinary action and/or dismissal.*

Health students of Marion Technical College are expected to:

- *Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Health program.*
- *Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinicals, practicums or professional practice experiences, and in their interactions with others.*
- *Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.*
- Respect the rules and regulations of the Program within the classroom and laboratory as outlined in the Student Handbook and course syllabus.
- Respect the rules and regulations of the affiliated training site presented to the students during the training site's orientation process.

**Policy Statements:**

Student disciplinary action, ranging from a written warning/learning contract/progress alert, to program dismissal, will be taken for violations of the following expected student conduct while participating in a Health program, which may include, but are not limited to:

1. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, hygiene, respect for fellow students, instructors, patients and their visitors, and/or site professionals, and behavior that preserves the safety of others. Professionalism must be exhibited while in a Health program and is often evaluated by the instructor within a course as part of the preparation

for clinical, practicum, or professional practice experiences. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

2. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat according to MTC Policy #521. Engaging in academic dishonesty may result in immediate dismissal from a Health program.
3. Sexual Harassment. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a “hostile working environment” according to Rule 3357:10-1-45 Title IX: Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct.
4. Patient Care. When providing patient care, a student shall:
  - a. report and/or document the care provided by the student for the patient, and the patient’s response to that care.
  - b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
  - c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical, practicum or professional practice experience.
  - d. promote a safe environment for each patient and their guests.
  - e. delineate, establish, and maintain professional boundaries with each patient and their guests.
  - f. provide privacy during examination or treatment.
  - g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
  - h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse/harm to any patient.
  - i. not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the unethical behaviors by the student.
  - j. not engage in conduct or verbal behavior with a patient and their guests that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full, or informed consent to sexual activity with the student.
5. Confidentiality. The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality, Privacy, and Security”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.
6. Substance Abuse. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and affiliated training sites in accordance with the student code of conduct. Students are prohibited from reporting to class and affiliated training sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom/clinical, practicum, or professional practice experience. Please also refer to the Health Substance Abuse Policy for further information.
7. Health students are expected to refrain from:
  - a. Acts which disrupt or interfere with the orderly operation of instruction and other academic activities.
  - b. Behavior that causes, or can reasonably be expected to cause, physical and/or mental harm to a person.

- c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life.
- d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties and clinicals site staff.
- e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.
- f. Intentionally or recklessly interfering with normal College activities or emergency services.
- g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
- h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
- i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

### **CORRECTIVE ACTION:**

Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College's Health programs. The Program reserves the right to eliminate any step in the case of any infraction based on the severity of the infraction, such as immediate harm to others. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the affiliated training site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Health corrective actions:

Written Warning/Progress Alert/Learning Contract– A written notice to the student offender that the student has violated the Health Student Code of Conduct, and/or MTC Student Code of Conduct and that further violations will result in more severe disciplinary action. The Program Director in accordance with AP 420 Student Disciplinary Action (in consultation with the Interim Associate Deans of Health and the Student Conduct Officer) will decide on the terms of the progress alert/learning contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert/learning contract. Failure of the student to abide by the terms of the alert/contract or to correct the identified problems will result in failure of the class/clinical, Practicum or professional practice experience and dismissal from the program.

Dismissal from the program: The Program Director (in consultation with the Interim Deans of Health and Student Conduct Officer) will make the final decision on dismissal from a Health program.

The MTC policy on AP 440 Student Complaints, as stated in the Health Program's Student Handbook, will provide due process for the student. This policy can also be found in the MTC Student Handbook or on the college website.

A student dismissed from a clinical, practicum or professional practice experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the professional practice experience.

A student dismissed from a program may request a readmission petition in accordance with current requirements. Readmission to the program is based upon seat availability, past scholastic performance, professional practice performance, and any other program specific criteria. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

---

Authorization

Chad Hensel, P.T., D.P.T., MHS, C.S.C.S.  
Associate Dean of Health

---

Authorization

Debra Myers, M.ED, RT, RVT, RDMS, RDCS  
Associate Dean of Health

Revised & Approved 4.25.19

Reviewed 8.5.20; 4.29.21; 5.2.22

Health Directors: Health P&P Student Conduct Policy



Marion Technical College  
**Health**  
**Professional Practice Student Contract**

The role of the student is to actively participate in the professional practice experience and to coordinate classroom knowledge with a real world clinical medical experience. The student is expected to develop and strengthen their entry-level competencies.

Student responsibilities and expectations are outlined below. The Student will:

- A. Complete a successful criminal background check (BCII and FBI as required) to fulfill program application requirements necessary for participation in a professional practice experience. Any additional background check required by the clinical affiliate training site prior to participating in a professional practice experience is not included in lab fees and is the student's financial responsibility.
- B. Meet the necessary medical physical and health requirements to fulfill the technical standards to participate in a professional practice experience. These requirements are listed on the Medical Physical Form.
- C. Complete a Medical Physical prior to registration in the professional practice experience according to the program requirements. A completed medical physical form and all lab work/documentation must be returned to the office by the deadline established by the program. A student may not participate in the professional practice experience if this documentation is not received.
- D. Complete any required drug screen(s) prior to entry into the professional practice experience in accordance with the Health Drug Screening for Professional Practice policy.
- E. Contact the designated clinical coordinator of the affiliate site by phone or email to discuss any specific site requirements for the professional practice.
- F. Provide their transportation to the professional practice site.
- G. Refuse any remuneration (salary, stipends, housing, insurance, etc.) from the professional practice site. If the student is an employee of the site in some other capacity, work performed during paid hours cannot be used toward meeting academic objectives. Note: PTA students will not be placed in clinical rotation at a site in which they have been employed.
- H. Adhere to this contract and also the regulations of Marion Technical College as outlined in the Program Student Handbook.
- I. Adhere to Program professional standards.
- J. Students must sign The Agreement to Respect Confidentiality, Privacy, and Security acknowledging their responsibility in maintaining both College and affiliate training site policies.
- K. Conform to the dress code of the affiliate training site as well as departmental policies as outlined in the Program Student Handbook.
- L. Perform procedures under supervision after demonstrating proficiency in the procedure. This practice will help develop stronger entry-level competencies. However, students should not be substituted for paid employees and should not perform procedures unsupervised or inconsistent with their level of education and experience.
- M. Participate, if possible, in activities occurring outside the normal scheduled hours if these activities would contribute to the student's knowledge of the clinical medical setting and to the development of entry-level competencies.
- N. Attend each day as scheduled. Refer to the course syllabus for specific information on attendance policies.
- O. Participate in an orientation at the affiliate site and agree to adhere to those policies.
- P. Bear the financial responsibility of any cost for required medical treatment during the professional practice due to illness, injury or exposure. A signed "Responsibility of Treatment" waiver must be submitted.
- Q. Carry liability insurance. The fee for this insurance is part of lab fees associated with tuition.

I have read and understand the above information and agree to comply with the terms of this contract.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

HD drive: student clinical contract 4.15.16

# MARION TECHNICAL COLLEGE MEDICAL IMAGING PROGRAMS

---

**SUBJECT:** CLINICAL COORDINATOR CODE OF CONDUCT

**PURPOSES:** Identify appropriate Clinical Coordinator conduct associated with the Medical Imaging Programs. \_\_\_\_\_

**Policy:**

**Expected Conduct:**

Clinical Coordinators are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Radiography Program and Marion Technical College. The Program recognizes its responsibility to the healthcare professions it represents and to the consumers of health care. Therefore any action by a Clinical Coordinators considered unprofessional or unsafe conduct shall be deemed cause for disciplinary action.

Clinical Coordinators of Marion Technical College are expected to:

- Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Allied Health Care program.
- Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinical/practicum experiences, and in their interactions with others.
- Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.
- Respect the rules and regulations of the Radiography department within the classroom and laboratory as outlined in the Radiography Student Handbook and course syllabus.
- Respect the rules and regulations of the clinical/practicum site as outlined in the orientation process provided by the clinical/practicum site.
- Clinical Coordinators are representatives of Marion Technical College. Their role is to observe student's performing exams, not act as a staff technologist.
- Clinical Coordinators are unable to sign off on exams or access of medical health records of a patient.

**Policy Statements:**

8. Professionalism. A Clinical Coordinator shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A Clinical Coordinator is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, respect for students and instructors, and behavior that preserves the safety of others.
9. Confidentiality. The Clinical Coordinator must abide by the HIPAA rules of privacy and the "Agreement to Respect Confidentiality". A Clinical Coordinator shall not share confidential information with anyone except another healthcare provider that has a "need to know" the information to provide proper health care for that patient or to conduct business within the health care setting.

---

Authorization

Debra Myers, RT(R), RDMS, RDCS, RVT, BS, M.Ed  
Director Medical Imaging Programs

**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 4-2014

POLICY # \_\_\_\_\_

---

SUBJECT: Student Mentorship

---

**POLICY: STUDENT MENTORSHIP POLICY**

The student mentorship policy is designed to assist a junior student to transition into the demanding requirements of the program. Difficult areas for new students typically include time management, coping with stress, maintaining professionalism, and study skills. This provides senior students experience in teamwork, interpersonal communication, and responsibility.

Senior students are expected to mentor a junior student. Mentoring duties include, answering programmatic questions, offering clinical advice, and being supportive and positive as needed. Senior students should share contact information to their assigned underclassman.

It is unacceptable to share specific homework, quiz, or test information. Other violations of this policy include offering negative feedback or comments of clinical sites, clinical staff, program faculty, and/or other aspects about the program. Violations of cheating and plagiarism may also violate Marion Technical College policies, and may result in dismissal from the program.

Each violation of this policy will result in a one point deduction from the professionalism category of clinical course grade. Subsequent violations may result in additional disciplinary action.

---

**Director's Signature**

---

**Date**

Debra/Jessica: Policy and Procedure Manual/Student Mentorship  
April 2014

MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION

DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES

---

**SUBJECT: Communication Device/Cell Phone/Smart Watch Usage Policy**

---

**POLICY:**

All personal communication devices, including cell phones and smart watches must be set to vibrate or off while in classrooms, labs, and participating in other class-related activities, unless use of such a device is specified in the official course syllabus. Infractions will result in warnings and, eventually, grade-related penalties. Exceptions must be approved in writing by the instructor.

Additionally, all personal communication devices, including cell phones and smart watches must be deactivated (turned completely off) during exams, quizzes, or other evaluations. Any student found to be using a communication device during an exam will be given a grade of zero for the exam.

**While at clinicals all personal communication devices, including cell phones and smart watches must be left in your bookbag. You may check your phone during your break. No videos or pictures can be taken inside or outside the clinical facility. Students are unable to post any part of the clinical experience on social media platforms such as Facebook, TikTok, Instagram, Snapchat, etc. No personal posts should include clinical badges or student badges/nametags. Cell phones may not be out in hallways or patient rooms. Cell phones can only be out in breakroom/lunch rooms. Violators will be asked to leave clinic. This will count as an absence and you will have to make up the clinical hours missed. In the event that HIPPA is violated, disciplinary action can be taken up to dismissal from the program.**

**MARION TECHNICAL COLLEGE  
SCHOOL OF RADIOGRAPHY**

---

**SUBJECT: RADIOGRAPHY STUDENT CODE OF EXPECTED CONDUCT WITH  
CORRECTIVE ACTION**

**PURPOSES:** To identify inappropriate student conduct associated with the Radiography program and to define the process for appropriate student corrective action as a result of misconduct.

---

**Policy:**

**Expected Conduct:**

Students enrolled in the Radiography Program are expected to behave responsibly and behave in a manner compatible with the philosophy and objectives of the Radiography Program and Marion Technical College. The Program recognizes its responsibility to the healthcare professions it represents and to the consumers of health care. Therefore any action by a RAD student considered unprofessional or unsafe conduct shall be deemed cause for disciplinary action and/or dismissal.

RAD students of Marion Technical College are expected to:

- *Exercise good judgment in all aspects of personal behavior recognizing they represent a MTC Allied Health Care program.*
- *Demonstrate personal integrity and honesty at all times in completing classroom assignments and examinations, carrying out clinical/practicum experiences, and in their interactions with others.*
- *Refrain from acts they know or, under the circumstances, have reason to know will impair their integrity or the integrity of Marion Technical College.*
- Respect the rules and regulations of the Radiography department within the classroom and laboratory as outlined in the Radiography Student Handbook and course syllabus.
- Respect the rules and regulations of the clinical/practicum site as outlined in the orientation process provided by the clinical/practicum site.
- Adhere to the Communication Device/Cell Phone/Smart Watch Usage Policy.

**Policy Statements:**

Student disciplinary action, ranging from written warning, and /or Progress Alert, to dismissal, will be taken for violations of the following expected student conducts while participating in the Program, which may include, but are not limited to:

10. Professionalism. A student shall demonstrate appropriate professional conduct and represent the profession effectively while attending MTC. A student is expected to demonstrate: effective communication and interpersonal skills, accountability for actions and outcomes, appropriate dress and demeanor, respect for fellow students and instructors, and behavior that preserves the safety of others. Professionalism must be exhibited while in the Radiography Programs and is often evaluated by the instructor within a course as

part of the preparation for clinical/practicum experience. The instructor will specify evaluation policies and expected behaviors within the course syllabus.

11. Academic Dishonesty. A student shall not engage in academic misconduct which includes but is not limited to plagiarism, violation of course rules, cheating, falsification of any laboratory or medical results, or assisting another to cheat.
12. Sexual Harassment. A student shall not engage in any communication or behavior that may be construed as sexual harassment or creates a “hostile working environment” according to MTC Policy # 141.
13. Patient Care. When providing patient care, a student shall:
  - a. report and document the care provided by the student for the patient, and the patient’s response to that care.
  - b. accurately and timely report to the appropriate supervisor errors that occur while providing patient care.
  - c. not falsify any record or any other document prepared or utilized in the course of, or in conjunction with the clinical/practicum experience.
  - d. promote a safe environment for each patient.
  - e. delineate, establish, and maintain professional boundaries with each patient.
  - f. provide privacy during examination or treatment.
  - g. treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
  - h. not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to any patient.
  - i. not misappropriate a patient’s property or engage in behavior to seek or obtain personal gain at the patient’s expense. All patients are presumed incapable of giving free, full, or informed consent to the behaviors by the student.
  - j. not engage in conduct or verbal behavior with a patient that may be interpreted as sexual or sexually demeaning. All patients are presumed incapable of giving free, full or informed consent to sexual activity with the student.
14. Confidentiality. The student must abide by the HIPAA rules of privacy and the “Agreement to Respect Confidentiality”. A student shall not share confidential information with anyone except another healthcare provider that has a “need to know” the information to provide proper health care for that patient or to conduct business within the health care setting.
15. Substance Abuse. Students are prohibited from possessing, using or consuming illegal drugs or alcoholic beverages on college premises and clinical/practicum sites. Students are prohibited from reporting to class and clinical/practicum sites under the influence of alcoholic beverages, illegal drugs, or medication which impairs or makes the student unsafe. Students taking medication who may appear impaired/unsafe may be asked to leave the campus laboratory/classroom. Please refer to the Radiography Substance Abuse Policy for further information.
16. RAD students are expected to refrain from:
  - a. Acts which disrupt or interfere with the orderly operation of teaching and other academic activities.
  - b. Behavior that causes, or can reasonably be expected to cause, physical harm to a person.
  - c. Physical or verbal threats against or intimidation of any person that results in limiting his/her access to all aspects of life at the College.
  - d. Refusing to comply with the directions of College officials, instructors, administrators, or staff acting in the performance of their duties.
  - e. Refusing to appear or giving false statements when one is asked to present evidence or respond to an investigation involving the conduct code.

- f. Intentionally or recklessly interfering with normal College activities or emergency services.
- g. The unauthorized or improper use of College property, facilities, equipment, keys, identification cards, documents, records, or resources, including misuse of electronic resources and equipment.
- h. Violations of criminal law that occur on College premises or in connection with College functions, that affect members of the College community, or that impair the College reputation.
- i. Violations of any other College-wide policies or campus regulations governing student conduct, including orders issued pursuant to a declared state of emergency.

**CORRECTIVE ACTION:**

Inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by Marion Technical College’s Radiography Program. The Program reserves the right to eliminate any step in the case of any infraction. Disciplinary actions are entered in the student’s confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

Violation of confidentiality will result in disciplinary action that may include removal from the clinical/practicum site, a failing grade in the course, and immediate dismissal from the program.

The following sanctions represent the Radiography Program’s corrective actions:

Written Warning/Progress Alert– A written notice to the student offender that the student has violated the Radiography Program Student Code of Conduct, and that further violations will result in more severe disciplinary action. The Program Director will decide on the terms of the progress alert contract. The student will be informed of the problem area and the necessary corrective actions. The student will be evaluated according to the conditions of the progress alert contract. Failure of the student to abide by the terms of the contract or to correct the identified problems will result in failure of the class/clinical/practicum and dismissal from the program.

Dismissal from the program: The Program Director will make the final decision on dismissal from the Radiography Program.

The MTC policy on Student Grievances/Complaints, as stated in the Student Handbook, will provide due process for the student.

A student dismissed from a clinical/practicum experience receives a failing grade and is dismissed from the program. The student will not be allowed the opportunity to substitute another course for the clinical/practicum.

A student dismissed from a program may request readmission in accordance with current requirements. Readmission to the program is based upon severity of infraction, seat availability, past scholastic and clinical performance. Performance will include behavioral objectives which address cognitive, psychomotor and affective domains.

---

Authorization

Debra Myers, RT(R), RDMS, RDCS, RVT, BS, M.Ed  
Radiography Program Director

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: Revision 1-15-00, 1-2-01, 10-10-03, 7-09

POLICY # \_\_\_\_\_

---

SUBJECT: Direct Supervision/ Indirect Supervision

---

**POLICY:**

In the clinical setting the students will be under direct supervision of a technologist until competency testing has been documented.

**Direct supervision** is defined as:

1. A qualified radiographer reviews the request for examination in relation to student achievement.
2. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified radiographer is present during the conduction of the examination.
4. A qualified radiographer reviews and approves radiographs.

Students may perform procedures with indirect supervision when competency has been documented. Direct supervision is mandatory on all surgery and portable imaging procedures even if competency has been demonstrated.

Students evaluate adherence to the policy on the Student Evaluation of Clinical Preceptor and Site. If a student indicates proper procedures of direct supervision are not being upheld, the following process will occur.

1. Meeting between student and clinical coordinator regarding breach of policy.
2. If necessary, clinical coordinator meets with clinical site; including, but not limited to, clinical preceptor and clinical staff; other clinical administrative staff may be included.

If a clinical site reports a student is noncompliant of the policy, the following process will occur.

First Offense: Verbal Warning

Second Offense: Documented Warning

Third Offense: Probation

Fourth Offense: Dismissal

**Indirect supervision** is defined as:

Supervision provided by a qualified radiographer that is immediately available to assist student regardless of the level of student achievement.

Students evaluate adherence to the policy on the Student Evaluation of Clinical Preceptor and Site. If a student indicates proper procedures of direct supervision are not being upheld, the following process will occur.

1. Meeting between student and clinical coordinator regarding breach of policy.
2. If necessary, clinical coordinator meets with clinical site; including, but not limited to, clinical preceptor and clinical staff; other clinical administrative staff may be included.

If a clinical site reports a student is noncompliant of the policy, the following process will occur.

First Offense: Verbal Warning

Second Offense: Documented Warning

Third Offense: Probation

Fourth Offense: Dismissal

---

**Director's Signature**

Debra/Jessica: Policy and Procedure Manual/Direct Supervision  
July 2009

---

**Date**



**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: Revision 1-10-00, 1-2-01, 9-10-03, 7-09

POLICY # \_\_\_\_\_

---

SUBJECT: Repeating Radiographs

---

**POLICY:**

Students may repeat radiographs only in the presence of a radiographer. This is a mandatory requirement by the Joint Review Committee on Education in Radiography Technology.

A student who does not follow this policy will be disciplined as follows:

First Offense:	Verbal Warning (with documentation)
Second Offense:	Documented Warning
Third Offense:	Probation
Fourth Offense:	Dismissal

---

**Director's Signature**

---

**Date**

Debra/Jessica: Policy and Procedure Manual/Repeating Radiographs  
July 2009

**MARION TECHNICAL COLLEGE  
HEALTH PROGRAMS SUBSTANCE ABUSE AWARENESS**

While the State of Ohio legalized the use and possession of marijuana for medical purposes, the use or possession of marijuana is still considered illegal by the federal government.

As a recipient of federal funds, Marion Technical College (MTC) cannot allow the use, distribution, or possession of medical marijuana on campus, while conducting business of MTC, or as part of any MTC activity, including off-campus activities.

The prohibition of the use, distribution, or possession of medical marijuana also extends to marijuana in any form, including edibles, or CBD oils that contain more than 0.0% of THC. Students in the Diagnostic Medical Sonography, Medical Assisting, Medical Laboratory Technology, Nursing, Occupational Therapy Assistant, Physical Therapy Assistant, Radiography, and Surgical Technician Programs are required to submit to an initial drug screen upon admission with possible random drug testing throughout the duration of their program.

Students in those programs are also expected to follow affiliate training site drug/alcohol policies and procedures. Please refer to the MTC policy **Drug Screening for Professional Practice Experience** for further information.

**Failure to pass a drug screen, including as a result of marijuana use, will forfeit clinical placement and result in dismissal from your health program.**

---

I hereby acknowledge that I have been informed of and understand MTC's prohibition of the use, possession, or distribution of marijuana and the consequences for failing to pass a drug screen test.

---

Student Signature

---

Date

---

Student Printed Name

---

Student ID Number

---

Witness Signature

**References:**

MTC College Policy APP Substance Abuse and Prevention

MTC Health Policy and Procedure Drug Screening for Professional Practice Experience 5.3.19

MTC Health Policy and Procedure Substance Abuse 4.25.19

**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 4-2014

POLICY # \_\_\_\_\_

---

SUBJECT: Attendance

---

**POLICY: CLINICAL ATTENDANCE POLICY**

An essential aspect of the program is for the student to develop a good work ethic. This includes not only a willingness to help patients, but being a dependable employee in the future. Students must fulfill attendance requirements for the clinical component. One day is equivalent to eight hours. **A maximum of two absences in clinical can be accommodated by successfully completing a rescheduled clinical assignment.** Clinical assignments must be made up to fulfill clinical requirements. **More than two absences per semester may result in an unsatisfactory clinical grade.** Failure to complete make-up clinical assignment will result in an unsatisfactory clinical grade. The student who is sent home for any reason will be counted absent if the incident occurs on a day in which the student has a clinical assignment.

Students are expected to be at their assigned clinical area at the scheduled time. In the case of an illness or emergency, the student must notify the clinical preceptor/supervising technologist and the clinical coordinator at least one half hour prior to scheduled time of arrival. **Failure of clinical notification may result in disciplinary action. Disciplinary action is defined as 1<sup>ST</sup> offense written warning, 2<sup>nd</sup> offense dismissal from the program.**

Make-up time is arranged through the clinical coordinator. Students do not schedule make up time without approval from the clinical coordinator.

In the event that the clinical coordinator is unavailable, the student will report to the program director.

If an unforeseen situation occurs, such as the student requiring a surgical procedure, exceptions may be made for the student to fulfill their clinical assignment. This is by approval of the program director.

Sick days will be counted for illness. Court date, jury duty, and funeral for immediate family member will not count as an absence but clinical time always needs to be made up. Doctor's appointments or any appointment cannot be made during clinical time.

## **TARDINESS**

Tardiness is defined as a late arrival past your scheduled start time. The student will receive one exemption if they are less than 5 minutes tardy per semester. Any tardiness after the first exemption will count toward their grade and the time will be made up. Tardiness in excess of one hour is considered a half-day absence. Three tardy incidences in one semester will be counted as one day's absence. Students should be ready to perform at the designated start time.

**One point from the attendance category of the overall course grade will be deducted for each day of absence and 3 incidences of tardiness.**

**Three days of absence may result in dismissal from the program.**

**Tardy and absence make-up time requirements:**

**<1 hour = one hour make-up required**

**>1 hour = four hour make-up required.**

**>4 hours = one day make up time**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

Debra/Jessica: Policy and Procedure Manual/Attendance  
April 2014,2018

**MARION TECHNICAL COLLEGE  
MEDICAL IMAGING PROGRAMS**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

Date Issued: 11-2020

POLICY # \_\_\_\_\_

---

SUBJECT: Safety Net Protocol

---

*PURPOSE: To ensure that students who earn the minimum passing grade of “C” on objective exams are competent in the material covered and prepared to move forward in the curriculum.*

*SUMMARY: Students who earn a “C” on an objective examination (83-75%), while earning a passing grade, will be required to satisfactorily complete the safety net protocol. Students are not permitted to sit for the subsequent examination if the safety net protocol is not completed to the instructor’s satisfaction.*

1. A student earning a “C” grade on any objective examination (including lab practicals as these are objective exam formats) will be notified by the instructor that they must complete a safety net over the material covered on that examination.
2. Safety net is designed for that particular student based on the information they missed on the examination. Item analysis and content analysis will be looked at by the instructor for development.
3. The identified student will then complete an assignment over the examination material to improve mastery. This assignment may be in the form of a quiz, written essays, or any other format deemed appropriate by the instructor that matches with the learning objectives of the material in question.
4. Once provided, the student has to satisfactorily complete this safety net assignment within 2 weeks.
5. Course instructor is responsible to deem the assignment satisfactorily completed.
6. Any student who does not complete the safety net assignment will not be permitted to take the subsequent examination .
7. Should disagreement exist between the student and instructor on the determination of a satisfactory completion, the program director will make a final decision.

I acknowledge that I have read and understand —Safety Net Protocol—and have had an opportunity to ask questions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**MARION TECHNICAL COLLEGE  
RADIOGRAPHY EDUCATION**

**DEPARTMENTAL POLICIES, REGULATIONS, AND PROCEDURES**

---

**SUBJECT: JRCERT Non-Compliance Complaints**

---

**POLICY:**

Marion Technical College School of Radiography will provide students with a method of due process for resolution of allegations of non-compliance with JRCERT standards.

**PROCEDURE:**

If a student believes that he or she has a grievance or complaint, MTC Policy #440 Student Grievances/Complaints must be followed in the prescribed manner.

If the individual is unable to resolve the complaint through policy #440, or believes that their concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: 312-704-5300  
Fax: 312-704-5304  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

The student must also complete The Allegations Reporting Form (located online at: [http://www.jrcert.org/pdfs/accreditation\\_process/forms\\_&\\_checklists/other\\_forms/allegations\\_reporting\\_form.pdf](http://www.jrcert.org/pdfs/accreditation_process/forms_&_checklists/other_forms/allegations_reporting_form.pdf)) and send to the above address with required supporting materials. All submitted documentation must be legible and include a signature. Failure to submit appropriate materials as requested will result in the complaint being closed.

JRCERT will investigate complaint as it relates to the program compliance with relevant accreditation standards or established accreditation policies. JRCERT will provide a written response to the complainant within thirty (30) working days.

The records and disposition on any formal complaint or grievance shall be maintained separate from academic records in the President's Office for a minimum of three (3) years.

# ***JRCERT MISSION STATEMENT***



## **Mission Statement**

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

## **Vision Statement**

Excellence in education.

## **Core Values**

- Maintains recognition by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as the only programmatic accreditor for radiologic sciences programs.
- Believes educational quality and integrity cannot be compromised.
- Respects the rights and promotes the welfare of students and patients.
- Appreciates that the programs it serves utilize diverse approaches to quality education.
- Collaborates with other organizations to advance professionalism.
- Exemplifies the highest ethical principles in its actions and decisions.
- Is responsive to the changing needs of the profession.